


MONROE COUNTY SHERIFF'S OFFICE

General Order

CHAPTER: 019		TITLE: Issued Equipment/Uniforms/Grooming	
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REFERENCE: CALEA 41.3.5, 41.3.6 CFA 14.10		RESCINDS:	
 Sheriff of Monroe County			

- I. **PURPOSE:** The purpose of this directive is to establish policy and procedures for the issuing of equipment/uniforms and grooming standards for members.
- II. **DISCUSSION:** This directive applies to all Sheriff's Office employees. Public perception of the Sheriff's Office, as a whole, is partially based on the appearance of its employees. The Office strives for the highest level of professionalism and as such has set attire standards to reflect that professionalism. Further the Office issues necessary equipment and uniforms to employees in appropriate positions and requires the proper care and wear of this equipment and uniforms.
- III. **POLICY AND PROCEDURE:** NO SMOKING allowed in any Agency owned/leased equipment (i.e. vehicles, vessels, bicycles, go-peds, etc.)
 - A. **ISSUED EQUIPMENT:** The Sheriff's Office will issue appropriate equipment for employees to perform their assigned duties. The supply room clerk will maintain a current listing of what items and uniforms will be issued for each particular position. A list of equipment which is issued by the Office to each employee will be kept in the Supply/Inventory Section. The list will be updated as needed by position or classification. The Undersheriff or his designee(s) will approve this list. Any employee issued equipment shall maintain that equipment.
 - B. **UNIFORMS**
 1. All uniforms will be ordered/issued by central supply unless authorized by a Division Commander.
 2. Employees shall wear uniforms and insignia commensurate with their rank and be provided with authorized equipment. All uniformed employees shall wear the complete uniform-of-the-day while on duty.
 3. Employees attending court or depositions shall wear the Uniform-of-the-day, or may wear a sports jacket and tie, or a dress suit.
 4. No mixture of civilian outer clothing with the official uniform shall be permitted, on or off duty, except for recognition purposes by plainclothes deputies during raids or other such emergency conditions.
 5. Uniformed employees shall not wear the official uniform outside the county except when traveling to and from work and when necessary to perform official duties or by special permission of the Sheriff, or a Division Commander.

6. Without the consent of the Sheriff, employees shall not appear in uniform or wearing any department issued hats, jackets, clothing at any function where they may create the impression they are representing the agency, they are supporting a particular individual or issue, or they should receive special consideration because of their employment. Such functions include, but are not limited to, court hearings, government proceedings, political events, and community organization events.
7. While in uniform, employees shall be neat and clean in personal appearance, and shall wear their uniforms with dignity and in strict conformity with rules and regulations. Deputies shall keep their uniforms clean and well pressed. Authorized metal accessories worn with the uniform shall be kept clean and bright. Shoes and leather goods shall be kept clean and shined.
8. When on-duty, uniformed employees shall not stand or walk with hands in pockets or otherwise exhibit a posture, which detracts from a well-groomed, disciplined and an alert image.
9. Uniform items shall not be altered other than necessary to insure proper fit.
10. The only visible under-shirt allowed with the approved uniform is a white crew neck T-shirt.

C. DEPUTY UNIFORM:

1. Shirt

- a. Class A – Green long sleeve shirt. Deputies shall wear the approved black clip-on tie with the Class “A” uniform. Ties may be secured to the shirt by an approved tie bar or issued Sheriff Star tie tack. The tie bar or tie tack shall be centered at the middle of the tie.
 - b. Class B – Green short sleeve shirt or long sleeve green shirt without a tie.
 - c. Exception to Green Shirts: Motorcycle Deputies – white uniform shirt in Class A or Class
2. **Trousers:** Trousers shall be dark green with a narrow black stripe running vertically down the outside seam of each leg from the waist to the bottom of the trouser leg. Trousers shall be tailored so that the bottom hem barely touches the vamp of the shoes.
 3. **Socks:** Only plain black socks shall be worn with the official uniform
 4. **Winter Jackets:** Only the approved winter jacket (heavy or light) shall be worn.

5. Shoes/Boots

- a. Shoes and boots worn by uniformed deputies shall be of a smooth, black material capable of retaining a high shine.
- b. Shoes and boots may be either plain or plain-cap toes in design. Safety shoes are encouraged.
- c. Boots which lace up, have a zipper on the inside or do not interfere with the restoring of the pant leg position upon standing from a sitting or bending position are permissible.
- d. Loafers or shoes with ornamental buckles are prohibited.
- e. Platform shoes or boots, or those having a heel higher than one and one-half (1½) inches are prohibited.

6. **Hat:** A black campaign style hat made of straw material with a small gold Sheriff's Star on the face is **the** official hat and is part of the Class A uniform. An issued black Sheriff's baseball style cap is permissible for routine use with the Class B uniform. The only issued ball cap is black with the words DEPUTY SHERIFF on the face of the hat and on the brim.

7. **Shoulder Patches and Chevrons**

- a. Deputies shall wear the official shoulder patch designating their respective classification. The official shoulder patch shall be worn on both shoulders, centered on the shoulder strap of the shirt, and one-half ($\frac{1}{2}$) inch below the shoulder seam of the shirt.
- b. Regular deputies of the rank of sergeant shall wear officially designated chevrons on both sleeves of the uniform shirt and jacket. The top point of the chevrons shall be one-half ($\frac{1}{2}$) inch below the shoulder patch and centered thereon.
- c. Deputies assigned to providing law enforcement services on a contractual basis will wear the official shoulder patch and any patch of the contracting entity as negotiated in the contract.

8. **Insignias**

- a. Rank – Lieutenants and above shall wear the official rank insignia in brass directly on the uniform's shoulder epaulets.
- b. Uniformed employees shall wear the official Accreditation pin centered directly on the left breast pocket flap above the button of the uniform shirt. The exception to this is Auxiliary Deputies and Civilian Volunteers who will wear the official Accreditation pin centered under their Auxiliary or Civilian Volunteer patch. See Chapter 38 (Authorized Uniforms) for details. No other pins shall be worn unless authorized by the Sheriff.
- c. Deputies assigned to providing law enforcement services on a contractual basis will wear the official insignia (design and placement) of the contracting entity as negotiated in the contract.

9. **Longevity:** On the left sleeve of the Class A Uniform Shirt (long sleeve) there shall be one or more embroidered longevity bar(s) and/or star(s) appropriate to the current length of service the member has been in the Monroe County Sheriff's Office. The insignia will be interpreted to represent the following:

- a. One (1) bar will represent two (2) years of service.
- b. Two (2) bars will represent four (4) years of service.
- c. Each star will represent five (5) years of service.

The longevity decoration(s) will be located $\frac{1}{2}$ " above the left cuff. Exact measurements of the locations and positions are reflected in the illustrations in Appendix B at the end of this chapter.

10. **Nameplate:** Uniformed deputies shall wear the official gold colored name plate centered directly over the right breast pocket flap button of the shirt. An approved longevity or service plate may be worn as part of the nameplate.

Service Award bars - Uniformed deputies shall wear service award bars in order of rank earned centered on a single horizontal line directly above the nameplate. A miniature replica of the service award may be worn on the left lapel of civilian attire.

Uniformed deputies may wear only one specialized pin: as approved by the respective Bureau Major. Specialized pins include, but are not limited to:

- a. S.W.A.T.
- b. R.D.F.
- c. Bomb
- d. Dive
- e. S.T.E.P.
- f. Motor Officer
- g. S.P.I.
- h. NA
- i. C.I.T.

Note: Refer to Chapter 12, Commendations and Awards, Section III, Subsection, Paragraph(s), for a more detailed description for wearing nameplate, and ribbons.

11. **Leather/Web Gear:** Issued or approved leather/web goods for uniformed deputies shall be a black basket weave with a bright brass snaps/buckle and consist of the following:
 - a. Belt
 - b. Agency approved security level 3 holster
 - c. Ammunition pouch/Double Magazine
 - d. Handcuff case
 - e. Intermediate weapon and case holder
 - f. Radio holder
 - g. Belt keepers
12. **Defensive Baton:** Defensive batons are issued to deputies after training and qualification and shall be carried in accordance with appropriate directives
13. **Weapon:** The service weapon shall be carried while on duty in accordance with appropriate directives. Firearms carried while on duty shall be maintained in a clean and serviced condition. Failure to maintain authorized service firearms in a clean and serviced condition shall constitute neglect of duty.

D. SPECIFIC TEAM OR UNIT UNIFORMS

1. **Motorcycle Deputies:** Deputy Sheriff Motorcycle Uniform – Deputies assigned to motorcycle duty shall wear the official Uniform-of-the-Day with the following exceptions:
 - a. Issued green riding britches with gold stripes shall be worn in place of the uniform trousers.
 - b. Either Class A or Class B uniform shirt in white.
 - c. Approved black riding boots, which shall cover the lower leg portion of the britches.
 - d. Approved helmet when operating motorcycles. Motorcycle deputies may wear the uniform black cap as a part of the motorcycle uniform when not operating a motorcycle.
2. **Crime Scene/Dive Team:** The Technical Uniform for Deputies shall consist of Black, Green, or Khaki BDU pants with either green, white or black polo shirt with embroidered star.
3. **Boat/Bicycle Uniforms**
 - a. Uniform shirt – Green polo shirt with embroidered star.

- b. Shorts – Green cargo style shorts.
- c. Shoes – either "boat" or athletic shoes, black in color.

4. **Utility/Tactical Uniform and Accessories**

- a. Basic utility uniform will consist of BDU pants and a green, black or white polo shirt embroidered star.
 - b. Rank insignia may be worn on emergency or utility/tactical uniforms.
 - c. The technical jumpsuit uniform shall be worn with a black gun belt and holster as follows, unless specifically exempted by a Division Commander:
 - 1) Regular deputies shall wear the official uniform gun belt with accessories as described for the Uniform of the Day.
 - 2) Detectives and plainclothes deputies shall wear a black leather gun belt of not less than one (1) inch in width, with a black holster.
5. **Special Operations Team Uniform:** Unless otherwise directed by competent authority, deputies engaged in Special Operations Team operations shall wear the Special Operations Team uniform which is a green utility shirt and matching trousers and a plain green utility cap, green or subdued shoulder patches, Sheriff's star and rank insignia shall not be worn with the Special Operations Team uniform. Low-gloss jump boots may be worn. Leather goods and equipment shall be as specified by the Special Operations Commander.
6. **Non-certified Enforcement Members:** Non-certified personnel assigned to such positions as Airport Security Technicians, Court Security Magnetometer Operators, etc. will wear a tan shirt with the official shoulder patch.
7. **Corrections/ Clerical Support Staff Uniforms:** Support Staff employees may be approved to have three (3) uniforms issued to them. They shall wear the tan shirt with the official shoulder patch. See the Uniform Section in this chapter for additional uniform guidelines.

E. **OWNERSHIP OF UNIFORM AND EQUIPMENT**

The ownership and title to all uniforms and equipment issued to Sheriff's employees are vested in the Monroe County Sheriff's Office.

Sheriffs' employees shall be held strictly accountable for the proper care, use and maintenance of all issued articles of uniform and equipment. Uniforms and equipment shall be worn and used only in accordance with the provision of this directive.

No item of uniform or equipment shall be transferred or exchanged by Sheriff's employees without the approval of a supervisor, and only after Inventory Management has been notified of the exchange.

It shall be the duty of each Deputy to produce any article or item of issued uniform or equipment, or any other item worn or carried while on duty which affects the Deputy's appearance or performance of duty, upon demand of a supervisor.

When a Deputy resigns, retires, is discharged, is granted an extended leave of absence, or in any way vacates his/her position, the Deputy shall surrender to the Inventory Management Office all issued items of uniform and equipment. The Deputy's final paycheck may be held until all items of issued uniform or equipment are accounted for. In case of death of a Deputy, his/her commanding

officer shall be responsible for the recovery of all property, keeping in mind the feelings of the deceased Deputy's family.

Deputies shall not wear any portion of the official uniform, carry a firearm, or drive an Office vehicle while under disciplinary suspension. Upon notification of suspension for disciplinary reasons, deputies shall immediately surrender badge and commission card to the supervisor who gave the notice of disciplinary suspension.

Regular Deputy uniform items, which become unsuited for continued use due to normal wear or size change may be replaced upon approval from a supervisor.

F. PROTECTIVE VESTS

1. **Body Armor/Protective Vest:** This Office issues body armor, protective vests that meet the NIJ threat safety level IIIA to all sworn law enforcement deputies. It is the policy of this Office that the issued vest must be current and worn while engaged in patrol field operations. [CALEA 41.3.5] The replacement of body armor shall be made on a five (5) year rotation after the initial issue date or prior to the expiration date. [CFA 14.10]
2. **Forced Entry Protective Vest:** Forced entry protective vests will be issued to deputies of the Special Operations Division that may be selected to participate in forced entry. [CALEA 41.3.6]

It will be mandatory for all entry team members to wear the forced entry protective vest on all planned forced entry warrant executions.

All deputies with a forced entry protective vest must have access to the vest while on duty. Deputies may be directed by a supervisor to wear a forced entry protective vest for other tactical purposes.

Safety is the main priority of the Office, and the Office stresses the importance of wearing the protective vest during duty hours. Deputies shall be responsible for the proper care and cleaning of the issued vest.

Protective vests will be kept clean, dry, and in good repair. Deputies will immediately notify the Uniform Supply Unit of damaged or defective vests.

G. GROOMING AND JEWELRY

1. **Jewelry:** Jewelry worn on the hands, wrists and fingers shall be limited to a wristwatch, wedding/engagement ring (or set), and one other ring (such as class, school, or organization ring).

Female deputies while in uniform may wear plain, small, post type earrings. No more than one set of earrings may be worn. Non-certified female members may wear only two sets of earrings. Earrings may be worn in earlobe only.

2. **Grooming and Hairstyles:** Standards for uniformed deputies apply to all uniformed employees, certified or otherwise who perform enforcement services, i.e. Airport Security Technicians, Court Security.

a. Uniformed Male Deputies

- 1) **Hair Styles:** Hairstyles shall be conservative and evenly trimmed. The length of the hair shall not exceed one and one-half (1 ½) inches and shall be tapered proportionately along the sides and the back of the head. The hair shall not extend

downward at any point more than one-half (½) inch beyond the hairline at the shirt collar at the back of the neck; or protrude onto or over the ears. Hair shall be cut and trimmed in a manner that allows proper wearing of the uniform hat.

- 2) **Sideburns:** Sideburns shall be uniform from top to bottom; be neatly trimmed; not to exceed one (1) inch in width; and not be excessively heavy or bushy. Sideburns shall be cut horizontally along the side of the face and approximately one-half (½) inch above the bottom of the lower ear lobe.
- 3) **Facial Hair:** Mustaches shall be of conventional type; be neatly trimmed; and not present a bushy unkempt appearance. A mustache shall not be more than one-fourth (¼) inch in thickness; not extend onto or over the upper lip; not extend beyond or below the corners of the mouth. Beards are prohibited.

b. Uniformed Female Deputies

- 1) **Hair Styles:** Hair shall be worn neatly in styles that do not extend below the bottom of the collar in normal posture. Longer hair may be worn in an upward sweep or bun above the top of the collar so long as it presents a neat appearance, does not straggle, and allows proper wearing of the uniform hat by female deputies.
- 2) **Hair Fasteners /Fingernails:** Hair clasps, barrettes, or fasteners worn while in uniform shall correspond with hair color. Fingernails shall be of a moderate length and may be painted in a subdued color, (flesh-tone is preferred).

c. Plain Clothes Deputies, Uniformed-Non-Certified, and Non-Sworn Employees

- 1) **Hair Styles - Non-sworn employees and plain clothed deputies** shall maintain a neat and well-groomed appearance when on duty or representing the Sheriff's Office. Contemporary hairstyles may be worn if the general appearance serves to maintain a moderately conservative and professional image.
 - 2) **Facial Hair - Sideburns and mustaches worn by male plain clothed deputies, male non-certified employees and non-sworn** shall be neatly trimmed and shall not be excessively heavy or bushy. Mustaches shall not extend onto or over the upper lip. Beards are prohibited.
3. **Personal Hygiene:** Attention to personal hygiene is a requisite for all Sheriff's Deputies and employees while on duty, in uniform or in the official performance of duties.
4. **Exceptions:**
- a. Deputies assigned to undercover or other such special assignments shall be exempt from the physical appearance and grooming provisions of this directive. The appropriate authority shall establish appearance and grooming standards for undercover deputies, in accordance with the special duties to be performed.
 - b. Medical variance for facial hair may be granted to personnel upon request and submission of documentation from a licensed physician.
5. **Dress Code:** It is the intent of the Sheriff that all employees of the Sheriff's Office dress and act in a professional manner. Personal appearance speaks loudly in our line of business. Employees should bear in mind that all belong to an Office that holds the public trust and must therefore always present a professional appearance and demeanor. Clean, neat, business attire is expected of all employees who are not wearing an issued uniform. The following guidelines shall apply to all employees not wearing an issued uniform:

- a. All attire will be suitable for the office/business environment and present a professional image.
- b. Pants shall be of a business style and fabric. Slacks that are mid-calf are acceptable
- c. Pants that tightly conform to the body are not acceptable for business wear.
- d. Blouses and shirts shall be of a business style.
- e. Tank tops, T-shirts, low-cut necklines, backless, sheer see-through attire, spaghetti strap blouses, halters or tube tops and blouses made to tightly conform to the body, are not acceptable for business wear.
- f. Dresses and skirts shall be of a business style. They will be properly fitted to ensure a business look. All hemlines will be no shorter than three inches (3") from the bend of the back of the knee. The bodice of a dress should comply with the guideline set forth as listed under blouses. Miniskirts and shorts are not acceptable for business wear.
- g. Shoes shall be of a business style. The safety, assignment, and the professional appearance of the employee will be considered when determining the acceptability of an employee's shoes. Heels shall be no higher than four inches (4"). Tennis/jogging type shoes and flip-flops are not acceptable business wear. Tennis/jogging type shoes may be worn, with the supervisor's permission, if necessary for the day's activities.
- h. Jackets are optional, however, they will be worn for court appearances or other special functions when a jacket is appropriate. If a weapon is worn, it may be covered by a jacket while in public. If not covered, proper identification must be worn and visible – it is required that a badge be worn next to the weapon.
- i. Denim/blue jean style clothing is not acceptable for business attire, but may be worn with the supervisor's approval, if necessary for the day's activities.

Supervisors shall ensure that employees present a professional and business image at all times while on-duty. Anything less is unacceptable and supervisors shall be held responsible for enforcing the provisions of this General Order.

The Sheriff recognizes certain work environments and work assignments do not lend themselves to business attire. Exceptions to the above policy can be approved by the appropriate Bureau Major.